



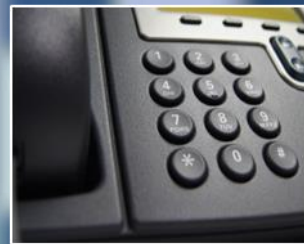
# SERVICE CATALOG FOR GSA MULTIPLE AWARD SCHEDULE 70

Contract Number: GS-35F-0181Y  
SIN 132-51

Address: SES Partners  
6705 Odyssey Drive Suite 110  
Huntsville, AL 35806

Period: February 3, 2012 through February 2, 2017

Pricelist current through Modification # PS-0007,  
dated December 30, 2014



## *Innovative Mission Solutions*

Products and contract ordering information, terms and conditions, up-to-date pricing are also available on GSA *Advantage!* system. Agencies can browse GSA *Advantage!* by accessing GSA's home page on the Internet at [www.gsadvantage.gov](http://www.gsadvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



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## *Company Overview*

SES Partners, LLC is a Service Disabled Veteran Owned Small Business (SDVOSB) Mentor Protégé Joint Venture headquartered in Huntsville, Alabama. Southeast Safety Solutions, LLC (Protégé) and InfoPro Corporation (Mentor) have a combined a combined 36 years of experience providing comprehensive, award-winning, and worldwide solutions and services to Federal and State agencies including NASA, U.S. Army, U.S. Air Force, U.S. Navy, U.S. Army Corps of Engineers, Army National Guard, and the State of Alabama Department of Transportation.

InfoPro Corporation (IPC) is a large business headquartered in Huntsville, Alabama. Founded in 1985, IPC has experienced steady growth by consistently exceeding our customers' expectations. IPC has over 25 years of IT experience and leverages our depth of expertise, strategic partnerships, and innovative approaches for optimizing the use of IT resources to deliver strategic information management solutions. We utilize a lifecycle approach to assess, develop, design, deploy, operate, and manage information systems to effectively support organizational and mission requirements. We utilize proven methodologies and tools while managing complex IT programs, improving operations, and delivering information management success.

Southeast Safety Solutions, LLC, (SES) is the managing partner of the JV and a certified Service Disabled Veteran Owned Business and Small Business Administration (SBA) 8(a) Small Business participant. SES specializes in Occupational Safety and Health Act (OSHA) inspections, Industrial Hygiene Surveys and Environmental consulting services. We conduct inspections/surveys of administrative office areas, indoor firing ranges, medical facilities, construction work sites, equipment storage areas, vehicle and equipment maintenance shops, warehouses, ammunition supply points, supply storage areas, electrical and mechanical shops, and aviation maintenance facilities. SES has inspected over 100 Army National Guard facilities and many of them with indoor weapons firing ranges. SES is a small business that qualifies for 8A sole source awards. We are an experienced prime contractor with the people, processes, and tools already in place to manage and monitor the performance of a team of employees and subcontractors.

SES Partners combines the agility of a small business with the capability of a large business. The JV brings the experiences, capabilities, and reach-back of both companies, all while keeping costs at a minimum and maintaining efficiency. Due to our Mentor-Protégé agreement, there is no danger of affiliation. We are experienced prime contractors with the people, processes, and tools already in place to manage and monitor the performance of a team of employees and subcontractors.

SES Partners, LLC corporate philosophy is to achieve customer satisfaction through teamwork to produce excellent performance at the best value.

Information Technology Services Capabilities		
Application Development	<ul style="list-style-type: none"> <li>• Design, Develop &amp; Implement</li> <li>• Client-server Applications</li> <li>• Web Based Applications</li> <li>• Relational Databases</li> <li>• IBM Mainframe COBOL/CICS programming</li> <li>• Systems Engineering &amp; Integration</li> <li>• Rapid Development</li> </ul>	<ul style="list-style-type: none"> <li>• Agile Scrum Development</li> <li>• Leverage state-of-the-art development &amp; project oriented methodologies</li> <li>• ITIL, PMI, Lean Six Sigma Progress &amp; Certifications</li> </ul>
IT Operation & Maintenance	<ul style="list-style-type: none"> <li>• 24/7 Operation Service Desk Support</li> <li>• Data Center Management</li> <li>• Physical / Virtual Server &amp; SAN Management</li> <li>• Server Backup/Recovery</li> <li>• COTS Application Support including Email, Common OS's</li> <li>• Disaster Recovery / COOP</li> <li>• Business Continuity Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Service Level Management</li> <li>• Change Control Management</li> <li>• Asset &amp; Facilities Management</li> <li>• Access Control System &amp; Common Badging</li> <li>• Computer Security, Anti-virus, Certification &amp; Accreditation</li> </ul>
Enterprise Management	<ul style="list-style-type: none"> <li>• Software Delivery - Microsoft SMS, WUS Server</li> <li>• Enterprise Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Event Management</li> <li>• Process Automation &amp; Integration</li> </ul>
Network Operations	<ul style="list-style-type: none"> <li>• Encrypted Network Traffic, VPN tunnels, Firewalls, Secure Tokens &amp; Secure Printing</li> <li>• Supporting Windows 2008, 7 XP, 2003, 2000 Server; IBM OS 390, IBM DS 8300; IBM 7650 G gateway; Open XIV Storage, Open Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Content Filtering, Intrusion Detection, Internet connectivity, Intranet &amp; Internet services</li> <li>• Telecommunications; VOIP, ISDN, Video Conferencing, A/V Support</li> </ul>

## Company Ordering Information and Addresses

### Business Type

Service Disabled Veteran Owned Small Business

### DUNS number

079411949

### CAGE Code

757D5

### CCR

SES Partners, LLC is registered in the CCR

*Physical Address*

SES Partners, LLC  
6705 Odyssey Drive, Suite 110  
Huntsville, AL 35806

*Ordering Address and Payment Information*

*For Mailed Orders:*

SES Partners, LLC  
Attn: Director of Contracts  
6705 Odyssey Drive, Suite 110  
Huntsville, AL 35806

*For Facsimile Orders:*

256-382-9707  
Mark "To the Attention of Director of Contracts"

*Contractor Payment Address:*

SES Partners, LLC  
Attn: Accounts Receivable  
6705 Odyssey Drive, Suite 110  
Huntsville, AL 35806

*ACH/EFT Payment:*

SES Partners, LLC  
Account Number: See Invoice Instructions  
Routing Number: See Invoice Instructions

## Contract Information

### Contract Number

GS-35F-0181Y

### Awarded Special Item Numbers (SINs)

SIN 132-51 Information Technology (IT) Professional Services  
FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

*Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services, and cannot be purchased separately.*

*Note 2: Offerors and Agencies are advised that the Group 70—Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.*

*Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.*

### Contract Period

**Base:** February 3, 2012 through February 2, 2017

**Option 1:** February 3, 2017 through February 2, 2022

**Option 2:** February 3, 2022 through February 2, 2027

**Option 3:** February 3, 2027 through February 2, 2032

### Discounts Offered

#### **Federal Customers**

Volume: 1% discount for orders exceeding \$1 Million;  
Additional 2% discount for orders exceeding 1.5 Million;  
Additional 3% discount for orders exceeding 2.5 Million.

Prompt Payment: Additional 1% discount for payments made within 20 days; otherwise  
Payment terms default to Net 30 days.

**Most Favored Customer (MFC) and Basis of Award (BoA) Customer:** All Commercial Entities

Basic Discount: 0%

Volume: None

Prompt Payment: Net 30 Days

*Minimum Order Amount*

\$100

*Maximum Order Amount*

\$500,000

*Geographic Coverage*

Domestic Delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC, and US Territories only.

*Delivery Terms*

SES Partners, LLC's Delivery Time (Days ARO) shall be as agreed upon by the ordering activity and SES partners, LLC

*Expedited Delivery*

None

*FOB*

Destination

*\*This information is not based on a commercial pricelist and no other discounts or concessions are given to this customer.*

*\*\*No other discounts or concessions are given to this customer.*

*Foreign Items Offered*

None

*Points of Production*

N/A

*Acceptance of Government Commercial Purchase Card*

SES Partners, LLC accepts Government Commercial Card for payments equal to or less than the micro-purchase for oral or written orders. Additional Government Commercial Card Purchases will be agreed upon on a case-by-case basis.



## Labor Categories

Labor Category	Base Period Rates* (1/1/2015 - 12/31/2015)
Technical Area Manager	\$99.71
Technical Subject Matter Expert	\$169.90
Business Subject Matter Expert	\$94.45
Computer Programmer	\$140.16
Software Engineer	\$88.48
Systems Engineer	\$84.67
IT Security Engineer	\$55.17
Computer Systems Analyst	\$54.52
Technical Analyst	\$76.04
Business Analyst	\$80.01

\*Commercial customers should contact IPC for information regarding commercial Base Period Rates

### Technical Area Manager

Minimum/General Experience: Seven (7) years with a BS or nineteen (19) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Serves as the manager or lead over a technical product, customer relationship, major service/project, or administrative functions. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of a system and/or service and its technical components.

### Technical Subject Matter Expert

Minimum/General Experience: Twenty-Five (25) years with a BS or thirty (30) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Possesses highly specialized education and/or experience in a specific technical area. This professional, in his/her respective concentration, applies sound expertise and practices to solve a wide variety of customer problems. These may include conducting reengineering efforts of complex technical processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Specialized experience is directly applicable to the task requirements.

### Business Subject Matter Expert

Minimum/General Experience: Twenty-Five (25) years with a BS or thirty (30) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Possesses highly specialized education and/or experience in a specific area of business operations. This professional, in his/her respective concentration, applies sound expertise and



practices to solve a wide variety of customer problems. These may include conducting reengineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments in support of Business Information Systems development. Specialized experience is directly applicable to the task requirements.

### Computer Programmer

Minimum/General Experience: Six (6) years with a BS or eleven (11) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications.

### Software Engineer

Minimum/General Experience: Ten (10) years with a BS or fifteen (15) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: In a lead role, conducts the research, design and development of software systems to meet customer requirements. Supports with testing, debugging, and maintenance of assigned software systems.

### Systems Engineer

Minimum/General Experience: Ten (10) years with a BS or fifteen (15) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Apply systems engineering principles to investigate, analyze, plan, design, develop, implement, test or evaluate computer and telecommunications systems. Provide technical leadership. Review and prepare engineering and technical analysis reports, change proposals, and other technical documentation. Apply systems engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing of computer and telecommunications systems, audio and video associated support systems. Responsible for developing project plans, justifications, guidelines, and controls.

### IT Security Engineer

Minimum/General Experience: Five (5) years with a BS or ten (10) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Possess working technical knowledge of IT Security principles. Possess experience with vulnerability assessment and intrusion detection tools. Design and deploy security solutions with complex network architecture. Provide security consulting, training and education. Develop and propagate security solutions and administration. Conduct assessments of target machines and complete networks to analyze their overall security posture. Use reporting tools to perform forensic analyses of system, application, and event audit logs.

### Computer Systems Analyst

Minimum/General Experience: Five (5) years with a BS or ten (10) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Provide several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

### Technical Analyst

Minimum/General Experience: Eight (8) years with a BS or thirteen (13) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Reviews, analyzes, modifies, and evaluates system(s) operations. Familiar with a variety of the concepts, practices, and procedures within a project's technical field. Identifies sources, constructs, decomposition and flow diagrams. Develops, implements, and tests necessary supporting processes ensuring proper systems and subsystems operations.

### Business Analyst

Minimum/General Experience: Eight (8) years with a BS or thirteen (13) years

Minimum Education: Bachelor's degree in related area

Functional Responsibility: Compiles and analyzes business information in areas such as, but not limited to, accounting, finance, human resources, security, program/project management, forecasting, cataloging, and other related functions for the purposes of systems development. Develops analyses, projections, reports, and presentations. Creates and analyzes business, financial and programmatic information for accuracy and trends. Familiar with a variety of concepts, practices, and procedures in their respective field as they relate to systems development and maintenance.

### Education and Experience substitution policy

SES Partners, LLC will substitute five (5) years of experience for the requirement of a bachelor's degree unless otherwise noted within a categories description.

## ***Terms and Conditions Applicable to Information Technology (IT) Professional Services (SIN 132-51)***

### **2.1 SCOPE**

- a. The prices, terms, and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2.2 PERFORMANCE INCENTIVES I-FSS-0 PERFORMANCE INCENTIVES (APRIL 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price order or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual order or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**2.3 ORDER**

- A. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**2.4 PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**2.5 STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of the period to which the parties shall have agreed, the Contracting Officer shall either—

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if—

(1) The stop-work order results in an increase in the time required for, or in the Contractor’s cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **2.6 INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (MAR 2009) (DEVIATION I – FEB 2007) for Firm-Fixed Price order and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applied to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **2.7 RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, the FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **2.8 RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **2.9 INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **2.10 ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

And “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best of interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries, and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situation, which may require restriction, are provided at FAR 9.508.

## **2.11 INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **2.12 PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements-Commercial Item Acquisition as prescribed in 16.601(e) (3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general, and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **2.13 RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **2.14 INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **2.15 APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **2.16 LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

## **2.17 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## **2.18 BLANKET PURCHASE AGREEMENTS (BPAS)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to

maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **2.19 CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## ***USA Commitment to Promote Small Business Participation Procurement Programs***

### **PREAMBLE**

SES Partners, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged, and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor, and develop small, small disadvantaged, and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiative that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged, and women-owned small businesses to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Mr. Rickey McGraw  
SES Partners, LLC  
6705 Odyssey Drive, Suite 110  
Huntsville, Alabama 35806  
Voice: 256-382-9738  
Fax: 256-382-9707  
[rmcgraw@sesafety.net](mailto:rmcgraw@sesafety.net)



## Blanket Purchase Agreements (BPAs)

Best Value  
Blanket Purchase Agreement  
Federal Supply Schedule

**(INSERT CUSTOMER NAME)**

In the spirit of the Federal Acquisition Streamlining Act (**ORDERING ACTIVITY**) and InfoPro Corporation enter into a cooperation agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)\_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

BPA Number \_\_\_\_\_

**(CUSTOMER NAME)**

Blanket Purchase Agreement

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH **(ORDERING ACTIVITY):**

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;

- (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment
- (9) The requirement of a proper invoice is specified in the Federal Supply Schedule contract. Invoices will be submitted to the address within the purchase order transmission issues against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.

## ***Basic Guidelines for using “Contractor Team Arrangements”***

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers’ needs, or—
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.